

Master Project Schedule Updating Process

Summary: This process outlines the steps necessary for monthly updating and maintenance of the Master Project Schedule for the Santa Susanna Field Laboratory Area IV Radiological Study.

Participants: HydroGeologic personnel including but not limited to the project's managers, supervisors, task leads, and sub-contractors as well as US EPA and US DOE.

Step 1: Week 1 - Project Controller issues the current master project schedule as three Gantt Charts in PDF to HydroGeologic staff.

- a. Full Master Project Schedule
- b. Most Critical Path
- c. 90-Day Look Ahead

Step 2: Week 2 - Feedback:

- a. Project Manager provides comments to Project Controller on the Master Project Schedule.
- b. Managers, Supervisors, and Task Leads provide their 30-Day look-ahead schedules to the Project Controller.

Step 3: Week 2 - Clarification:

- a. Project Controller integrates the look-ahead schedules into one schedule, and chairs Friday schedule management meeting with HydroGeologic staff.
- b. Project Controller incorporates comments and the look-ahead schedules into the Master Project Schedule, and forwards revised schedule to Project Manager.

Step 4: Week 3 - Resolution:

- a. Project Manager provides comments to Project Controller on the Master Project Schedule.
- b. Project Controller incorporates comments and the look-ahead schedules into the Master Project Schedule, and forwards revised schedule to Project Manager.
- c. Items a and b repeat until all questions and issues are resolved.
- d. Project Manager issues the updated schedule to US EPA.

Step 5: Week 4 - Finalization:

- a. US EPA reviews updated schedule, and issues the updated schedule to US DOE.
- b. US EPA and DOE provide comments to HydroGeologic Project Manager.
- c. Project Manager & Project Controller responds to comments and or incorporates comments.
- d. Return to Step 1.